

Guide to the NJHC Project Grant and Minigrant Application on SAGE

This guide will assist you in the process of creating, completing, and submitting your SAGE Application for a Project grant or Minigrant from the New Jersey Historical Commission for the 2016 fiscal year. For further information about these grants, please consult the grant guidelines available on the Commission's website at <http://history.nj.gov>.

Your Declaration of Intent

Before creating an application, all applicants must first create, complete, and submit a Declaration of Intent to apply (DOI). The Declaration of Intent is not a competitive application, and is used only to determine eligibility.

If you have not yet registered for SAGE, or have not yet created and submitted your Declaration of Intent to apply, please click [here](#) to locate the appropriate guide on the Commission's website to get started.

Once your Declaration of Intent has been completed and submitted, Commission staff will review to confirm that your proposal is eligible for funding. You will then be contacted with details. If your proposal meets the Commission's eligibility criteria, your Declaration of Intent will be approved and you may begin your application.

Creating Your Application

Once you receive notice that your Declaration of Intent has been approved, you may begin your application. To do so, you must first return to the PROPOSAL MENU for your Declaration of Intent.

To return to the PROPOSAL MENU for your Declaration of Intent, you must log into SAGE and select "All of My Documents" from the drop-down menu in your *My Documents* box. Then click the GO button.

The screenshot displays the SAGE application interface. On the left, the 'MY DOCUMENTS' section features a tree system for viewing documents. It includes a 'Show' dropdown menu with options: 'My Active Documents' (selected), 'My Active Documents', and 'All of My Documents'. A 'GO' button is next to the dropdown. Below the dropdown is a vertical list of folder icons. On the right, the 'MY INFORMATION' section contains fields for Name, Title, Address, Phone Number, Email Address, and Username, with a 'View/Edit My Information' link. Below this is the 'MY ORGANIZATIONS' section, which includes a table with columns for Name, Role, and Accounts. The table shows one row with 'Authorized Official' under Role and 'View' under Accounts. At the bottom, the 'MY MESSAGES' section is partially visible.

You will be presented with a list of previously submitted or cancelled documents. This list will include your approved FY 2016 Declaration of Intent.

Click on the appropriate folder and then click on the link to your approved Declaration of Intent that appears

below. This will bring you to the PROPOSAL MENU for your Declaration of Intent.

For a re-introduction to the PROPOSAL MENU for your Declaration of Intent, please [here](#) to revisit the Guide to the FY 2016 Project and Minigrant Declaration of Intent to Apply on the Commission's website.

After navigating to the PROPOSAL MENU for your Declaration of Intent, scroll down to the *Related Items* box, located at the bottom left-hand side of the screen, and also shown below.



Click on the 'Application' link in your *Related Items* box, and on any items nested below, until you reach the 'Create New' link. Click on this link to create your new application.

SAGE will provide you with a series of options. If this is a re-application, and you wish to copy data forward from a previous application, you will be given the opportunity at this time. Respond to the options SAGE offers and you will be directed to the PROPOSAL MENU for your application.

Your Application's Proposal Menu

The PROPOSAL MENU for your application contains the same functions and sections as the PROPOSAL MENU for your Declaration of Intent. For a review of the contents of the PROPOSAL MENU, please click [here](#) to revisit the Guide to the FY 2016 Project and Minigrant Declaration of Intent to Apply on the Commission's website.

Your Application's Forms

All Project grant and Minigrant applications for the FY 2016 grant round will consist of a General Information form, a Budget form, a Required Attachments form, a Miscellaneous Attachments form, and an Application Certification form. These forms appear in, and can be accessed through, the *Forms* box, located on the PROPOSAL MENU for your application.

Applicants that indicate that they're requesting funding for publication proposals on their General Information form will be presented with additional forms.

The General Information Form

The first form in your *Forms* box is the General Information form. This form is identical to the Declaration of Intent, and SAGE will duplicate the content of your Declaration of Intent. You may edit this information.

For a review of your General Information form, error messages in SAGE, or the MAIN MENU, ACTION, APPLICATION MENU, SAVE, SAVE/NEXT, DELETE, VIEW PDF, ADD NOTE, FIRST, PREVIOUS, NEXT, and LAST buttons, please click [here](#) to revisit the Guide to the FY 2016 Project and Minigrant Declaration of Intent to Apply on the Commission's website.

Once your General Information form has been completed and saved, you may navigate to any other form in the application using the RELATED PAGES button at the top of the screen, the *Related Pages* box at the bottom of the screen, or the PREVIOUS, NEXT, and LAST buttons. These navigation aids will be available to you throughout the application.

The Budget Form

Enter budget data into the form provided. The SAVE button will calculate total figures, in addition to saving information.

If you have expenses in the 'Other' category, you must attach an itemized list of expenses. To attach this list, click the BROWSE button located in the budget form. Select the document you wish to attach, and then save it to the form by clicking the SAVE button. Documents that are not saved will be removed from the form when you leave this page.

When uploading an itemized list of expenses, please be aware that all files uploaded to SAGE must be 13MB or smaller and must be in one of the following file types: bmp, doc, gif, jpg, pdf, png, ppt, tif, txt, wpd, xls, docx, xlsx, vsd, xml. It is important that you only use letters and numbers in the file name. **DO NOT USE** symbols and special characters such as *, &, ~, etc., as this will create a 'broken' link that cannot be opened.

The Required Attachments Form

Please upload the required attachments for your proposal type to this form. As you do so, be sure to consult the New Jersey Historical Commission's grant guidelines, available on the Commission's website at <http://history.nj.gov>, as there may be additional documents required for your project type that are not required of all applicants.

To attach documents to this form, click the BROWSE button located next to the document type you wish to upload. Select the document you wish to attach, and then save it to the form by clicking the SAVE button. Documents that are not saved will be removed from the form when you leave this page.

When uploading attachments, please be aware that all files uploaded to SAGE must be 13MB or smaller and must be in one of the following file types: bmp, doc, gif, jpg, pdf, png, ppt, tif, txt, wpd, xls, docx, xlsx, vsd, xml. It is important that you only use letters and numbers in the file name. **DO NOT USE** symbols and special characters such as *, &, ~, etc., as this will create a 'broken' link that cannot be opened.

Upon completion of this form, all applicants are strongly encouraged to click on each link to confirm that each uploaded document is openable and is the document that was intended for upload. Submitting a complete, accurate, and functional application is the sole responsibility of the applicant. The Commission will not pre-screen applications for broken links or mis-uploaded documents before review, and applicants whose requests for funding are denied because of user error when uploading or because broken links caused by the use of symbols and special characters will not be able to successfully appeal this decision.

In the event that you have a file that cannot be uploaded to SAGE, please contact a staff member for the New Jersey Historical Commission.

The Miscellaneous Attachments Form

This is an option form that some applicants find useful for uploading documents that are larger than 13MB. Large files may be broken into a series, which can be titled and placed on the Miscellaneous Attachments form using the same process as described in the section above.

When uploading attachments, please be aware that all files uploaded to SAGE must be 13MB or smaller and must be in one of the following file types: bmp, doc, gif, jpg, pdf, png, ppt, tif, txt, wpd, xls, docx, xlsx, vsd, xml. It is important that you only use letters and numbers in the file name. **DO NOT USE** symbols and special characters such as *, &, ~, etc., as this will create a 'broken' link that cannot be opened.

To add additional Miscellaneous Attachments forms, click the ADD button, which can be found at both the top and bottom of the page.

In the event that you have a file that cannot be uploaded to SAGE, please contact a staff member for the New Jersey Historical Commission.

The Application Certification Form, Part One

Do not fill out this form until all other work on your application has been completed. To complete this form, an individual applicant must enter his or her name into the designated field. Organization applicants must enter the name of their executive director and CFO. All applicants must click SAVE after entering the appropriate name or names.

Until the application has been submitted, there are no further steps to take regarding this form. Do not attempt to print this form until your application has been submitted. If a watermark reading DRAFT appears on this form when printed, that means that your application has not been submitted. In this event, you should submit your application and then re-print this form.

Submitting Your Application

Once your application is complete and free of errors, you may submit it to the NJHC. The first step in this process is to return to the PROPOSAL MENU. You can navigate to your PROPOSAL MENU from any form of the application by clicking the box titled APPLICATION MENU at the top of your screen.

From your PROPOSAL MENU, locate the drop-down menu in your *Status Management* box. Select the status that you want your application to be in, then click the GO button. SAGE will ask you to confirm this action.

Please remember that the status displayed in the drop-down menu of your *Status Management* box is NOT the current status of your application. The current status of your application is displayed in your *Information* box and can also be viewed by clicking on the ‘Status History’ link in your *Management Activities* box.

No application will be considered for funding unless it has been submitted by the application deadline by the applicant using this process. **APPLICATIONS THAT ARE COMPLETE, BUT NOT SUBMITTED, WILL NOT BE CONSIDERED FOR FUNDING.**

Commission staff will attempt to contact applicants whose applications are not submitted before the deadline using the email address listed in SAGE. If your contact information in SAGE is missing or out of date, it is likely that you will not receive notifications of this kind, and you may also miss other notifications about important announcements and approaching deadlines. For instructions on updating your contact information, please see the guide to the Declaration of Intent on the Commission’s [website](#).

The Application Certification Form, Part Two

After you have submitted the application in SAGE, return to the Application Certification Form and click the ‘HERE’ link to generate a PDF of the form that the Individual Applicant or Executive Director and Chief Financial Officer can print and sign. Please be sure to sign in **BLUE** ink. Application Certification forms can be mailed to the addresses provided on the form.

Once you have changed the status AND we have received this signed certification form in the mail, your application submission is complete.